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**ORGANIZATION
FUNCTIONS
ACTIVITIES
OF
OFFICE OF SECURITY**

April 1959

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**OFFICE OF SECURITY
ORGANIZATIONAL STRUCTURE**

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EXAMINATION OF
ORGANIZATIONAL STRUCTURE
OFFICE OF SECURITY

1. The organizational structure of the Office of Security is reflected by the organizational chart attached next following.

2. One major organizational change was made during 1958. This was the consolidation of the Overt and Covert Security Files into one component and establishing it as the Security Records Division under the supervision of the Deputy Director for Investigations and Operational Support. The creation of this Division eliminated the Records Section in the Personnel Security Division and the Correspondents and Records Branch in the Security Support Division. Since some of the functions of the old Correspondents and Records Branch were concerned with other than security records, these responsibilities with other responsibilities, were assumed by a new component designated as "Coordination and Review" which reports directly to the Deputy Director for Investigations and Operational Support.

3. Another change of a minor nature was delegation from the Director of Security to the Deputy Director of Personnel and Physical Support of direct supervisory responsibility for the Foreign Support Staff.



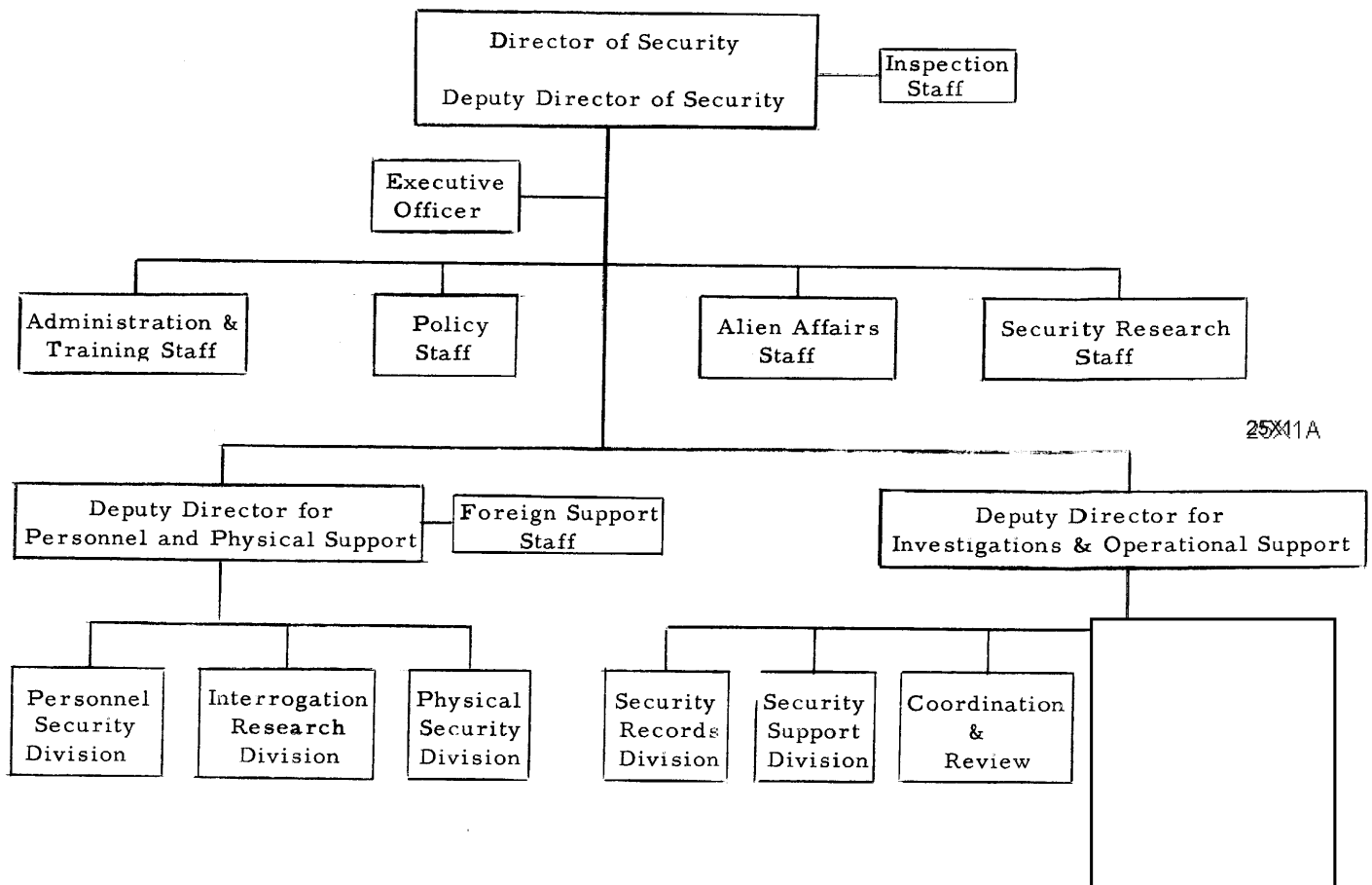
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5. All of the changes described above in the organizational structure of the Office were made in the interest of greater efficiency, security, or better administration. No other changes in organization are planned at this time.

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OFFICE OF SECURITY



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OFFICE OF SECURITY
ACTIVITIES, FUNCTIONS, PROJECTS AND PROCEDURES

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OFFICE OF SECURITY

ANALYSIS OF ACTIVITIES, FUNCTIONS, PROJECTS AND PROCEDURES

GENERAL

1. Reference is made to the memorandum of the Director of Security dated 31 December 1958, to the Deputy Director (Support), subject: "Reduction of Personnel and Expenditures for FY 1959 and FY 1960". This presents, in addition to budget requirements, a statement of man power usage and a proposed plan for reduction of personnel during the fiscal years concerned. It apportioned the personnel strength and cost of operation of this office to its various functions. In that report the position was taken, and is still maintained, that the functions of this office do not lend themselves to listing on a priority basis. The Deputy Director (Support) approved the report as a planning paper and he has stated that he considered it, and his personnel review of the Office of Security in connection therewith, as satisfying the requirements of Item 1a, b, and c of Reference (a).

2. However, the Deputy Director (Support) in Reference (b) directed that exhaustive study of our office should be continued to insure that the provisions of Reference (a) are fully carried out. In consonance therewith, the activities, functions, projects and procedures of the Office of Security have been closely reviewed and documented in considerable detail. This section of the report deals with the activities, functions, projects and procedures of the office as carried out by its major components and their subdivisions.

3. The personnel strength of the Office of Security as of 28 February 1958, is reflected by the following table showing personnel allocations to the various components of the office. The T/O shown includes pending adjustments requested in the D/S memoranda to Chief, Management Staff dated 9 October 1958 and 20 February, 1959.

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5. The discussion of activities, functions, projects and procedures herein is divided as follows:

INVESTIGATIONS AND OPERATIONAL SUPPORT

Security Support Division

Coordination and Review



Security Records Division

PERSONNEL AND PHYSICAL SUPPORT

Personnel Security Division

Interrogation Research Division

Physical Security Division

Foreign Support Staff

THE STAFFS

Administration and Training Staff

Alien Affairs Staff

Inspection Staff

Policy Staff

Security Research Staff

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**INVESTIGATIONS
AND
OPERATIONAL SUPPORT**

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INVESTIGATIONS & OPERATIONAL SUPPORT

GENERAL

The Deputy Director for Investigations and Operational Support in performing his mission of assisting the Director of Security in the security program, insofar as it relates to investigations and the domestic support of Agency covert operations, acts for the Director of Security in directing the activities of the following components of the Office of Security:

Security Support Division



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Security Records Division

The immediate staff of the DD(IOS) consists of



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**SECURITY SUPPORT
DIVISION**

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Training

In view of the high rate of turnover of the supervisory personnel of the Division, considerable emphasis, of necessity, is placed on training the numerous Agents transferring into the SSD. Periodically, a series of seminars are held for new supervisors wherein discussions are had with regard to the policies and procedures of the Office of Security and other components of CIA. In addition, a "supervisors' manual" is available which contains in detail the responsibilities of the supervisors on the various desks. In addition, personnel are scheduled for various Agency training courses which will benefit them in their assignment, e. g., effective speaking, effective writing, management, basic supervision, CI familiarization and IOC.

Review of the Effectiveness of the Security Support Division (SSD)

Workload

The workload of the Division during the year 1958 and continuing to the current date has been extremely heavy. Casewise, the total number of clearance type cases and name checks processed by SSD during 1958 decreased somewhat when compared with the number processed during 1957. In the operational support area, however, the case load increased.

In addition to the volume of cases, however, a considerable increase has been noted in the amount of time being spent on particular matters. In the Cover Support, CI and support to the Development Projects Division (DD/P),* during 1958 a substantial increase was observed in the amount of time required to handle individual matters. This increase in time was due to the fact that security problems being referred to the supervisors are in many instances becoming more complex and in addition, new and more varied types of assistance are being solicited of the Division.

Manpower - Professional

During 1958, the professional staff assigned to the SSD closely approximated the T/O. As of the end of February 1959, the Division was three professionals over T/O. Cognizance should be taken of the high rate of turnover wherein over 50% of the staff transferred during the year.

*Formerly known as Project AQUATONE, (Subsequent references herein to this activity will be as "Project AQUATONE")

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Office of Security policy suggests that it is desirable for men selected for certain overseas Security Officer positions to have had experience in Headquarters and in the SSD in particular. In view of this requirement and as the foregoing table indicates, several supervisors (14) of this Division entered into full time training for overseas tours during 1958. The importance of standardized procedures is emphasized by this constant movement of personnel.

Manpower - Clerical

The clerical staff has generally been the authorized number, but it has been hard pressed to keep abreast of the heavy workload. Although forms are used wherever possible, still the typing workload is extremely heavy. All clerical employees are utilized to the maximum. The Support Branch and Investigations Branch assist one another in the handling of peak clerical workload periods. In addition, the secretaries of the Division Chief and Deputy Division Chief frequently assist in typing work backlogged in the Branches. There is no question but that the clerical staff is more than sufficiently employed.

On-Duty Strength by Grades

The on-duty strength of the Security Support Division grade-wise by Branches is as follows:

Investigations Branch

Support Branch

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INVESTIGATIONS BRANCH

The mission of the Investigations Branch is, from the Headquarters level, to direct the conduct of all investigations initiated by the Division for clearance purposes. The Branch also evaluates the results of these investigations in covert cases and arrives at a security determination with regard to the proposed use.

The functions of this Branch are to:

Supervise the conduct of field investigations of all types of personnel of interest to the Agency, insuring the utilization of appropriate and consistent cover.

Evaluate pertinent information regarding persons of covert interest to the Agency, and either approve or recommend disapproval of their use.

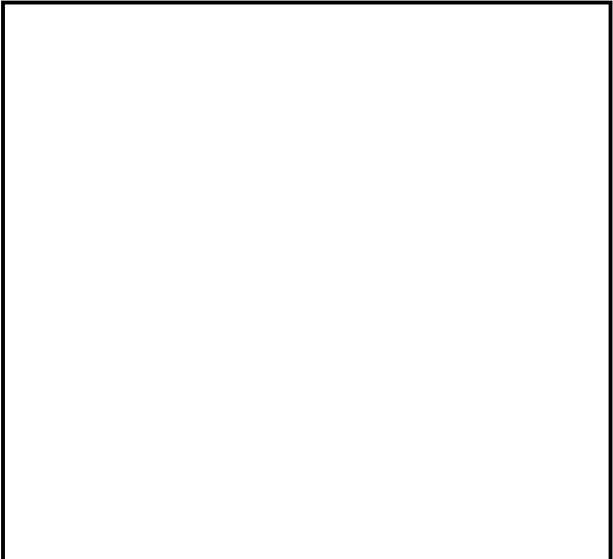
Conduct continual research of organizations and personalities for reference in evaluating requests for covert clearances or approvals.

Supervise the conduct of name checks in other government agencies for the purpose of obtaining information.

Give security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions, and the implementation, operation and control of covert projects.

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The Investigations Branch is composed of five desks in addition to the Office of the Branch Chief. The following table identifies the desks and sets forth the authorized and assigned personnel strength as of 28 February 1959.

	<u>T/O</u>		<u>ASSIGNED</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
Branch Chief				
European Desk (IB/1)				
Far East Desk (IB/2)				
Western Hemisphere Desk (IB/3)				
AQUATONE Unit (IB/3)				
International Orgns. Desk (IB/4)				
Open Desk (IB/5)				

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*On Project AQUATONE T/O

Covert Desks

Desks IB/1 through IB/4 are referred to as Covert Desks because they process cases for the covert use of individuals. The procedures of these Desks are standardized, however, each Desk specializes in handling cases for certain components of the Agency. As indicated in their titles, Desks IB/1, IB/2 and IB/3 handle investigations of individuals who will be used in certain parts of the world. The WH Desk, IB/3, in addition to processing investigations of persons to be utilized by the WH Division, DD/P, also handles requests for covert clearances from other components of the Agency (e.g. DD/I, DD/S).

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Following is a breakdown of the several categories of covert clearances in the jurisdictional responsibilities of the Office of Security and/or CI Staff/DDP:

Covert Security Clearance - Required for Staff Agents, Career Agents, and any individual utilized covertly by an element of the Agency other than the clandestine services/DDP. Approval responsibility fully within the Office of Security.

Covert Security Approval - Required for any individual utilized by a DDP element in other than a clandestine agent type position whether in the U. S. or a foreign country. Additionally, all U.S. citizens utilized in the U. S. by DDP elements. Approval responsibility fully within the Office of Security.

Proprietary Approval - Required for any individual utilized in an unwitting or non-sensitive position, in a proprietary or subsidiary organization of this Agency. Approval responsibility fully within the Office of Security.

Operational Approval - Required for any individual utilized by a DDP element in performing a clandestine operational task within the general understanding that he is an Agent. Approval responsibility within the authority of the CI Staff/DDP, however, the Office of Security has the responsibility to make recommendations for or against the utilization of any individual in this category.

In addition to the above, provisional covert clearances and approvals are also processed in order that individuals may be rapidly contacted and assessed to determine the feasibility of their utilization in a covert capacity by this Agency. In the case of approvals clearly within the authority of the Office of Security, such provisional action is taken only for contact and assessment in the majority of cases. However, in the case of provisional operational approvals, individuals may be utilized to the fullest intent of the use under the provisions of the POA. Several exceptions have been made in connection with provisional approvals, however, these are restricted to delegated responsibilities to overseas security officers.

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Investigative coverage in the covert clearance field is geared to the end objective of investigating an individual concerned to the fullest extent possible. Those individuals with residence in the United States are, therefore, investigated to cover the last fifteen years of their life. Investigations of individuals not having United States residence is geared to obtaining maximum information relating to him and his country or countries of residence as the case may be. Exceptions to the above exist, of course, where the individual concerned or the utilization involved preclude normal extensive inquiries,

In addition to the above, covert clearance activities also include close and continuous follow-up of Agency project activities, service to the Agency components in the form of special studies, preparation of hand-tailored clearances to best service the divisions special requirements, and continuous availability and advice on any covert/security matter which may arise,

Open Desk

25X1 The IB/5 Desk is referred to as the Open Desk since it processes investigations on persons to be openly employed by the Agency or used under [REDACTED] The requirements for the investigations and the final appraisal of the results of the inquiries are handled by the Clearance Branch, Personnel Security Division which is described later in this report.



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SUPPORT BRANCH

The mission of the Support Branch is to apply the assets and capabilities of the Security Support Division and the Field Offices in fulfilling requests for operational support levied upon the Office of Security.

The functions of this Branch are to:

Supervise the conduct of domestic security support activities by the Office of Security field offices in connection with covert operational support requirements and "special inquiries."

Furnish security control, support and guidance to certain special and sensitive projects of the Agency, or the Office of Security.



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Develop, implement and maintain official cover plans for Office of Security personnel.

Provide support to the Agency cover program.

Control the access of covert personnel into Agency facilities.

Conduct research with respect to covert projects and clearance activities to augment the Office of Security counter intelligence effort in the covert field.

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The Support Branch is comprised of four desks in addition to the Office of the Branch Chief. The following table identifies the desks and indicates the authorized and assigned personnel strength as of 28 February 1959.

	<u>T/O</u>		<u>ASSIGNED</u>		
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>	
Branch Chief					25X9
Operational Support Desk (SB/1)					
Cover Support Desk (SB/2)					
Special Activities Desk (SB/3)					
Counterintelligence Desk (SB/4)					

*One on Project AQUATONE T/O (not included in total assigned)

Operational Support Desk (SB/1)

Assigned to this Desk are 25X9

This Desk provides security guidance concerning support facilities available in the Office of Security and in approved instances makes the assets of the Office available in direct support of Agency operations. This operational support can range from the establishment for example, 25X1 to the design, development and implementation of a broad security plan for a specific Agency operation. (E.g. Project PBSUCCESS, AQUATONE)

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These support assignments usually require specialized and timely action. Specific guidance must be given to the Field Offices in the accomplishment of their assigned responsibilities since, due to the wide variety of techniques which could be employed, no standard rule applies to all cases. Included in the assignments handled by this Desk are such matters as Special Inquiries, Escort Program, Custodial Cases, Physical and Technical Surveillances and General Support to Specific Projects (e.g. AQUATONE).

A Special Inquiry is any investigation for other than clearance purposes and not done in direct support of a specific Agency operation. This type assignment could result from such requests, for example, as ascertaining the status of a bank account, determining the owner of a particular automobile, or developing information concerning a person or organization.

Many of the assignments handled by supervisors of this Desk are very time consuming and the supervisors are frequently called at home, at night or on weekends, with regard to a particular matter they are handling. These supervisors must be fully conversant with the capabilities of the Field Offices in order to enable them to advise representatives of various components of CIA as to whether the Office can handle a particular type of request.

Cover Support Desk (SB/2)

Assigned to this Desk are



25X99

This Desk is the unit of the Office of Security which employs SSD facilities in direct support of the cover aspects of covert Agency activities and personnel, and develops, implements, and maintains cover plans for SSD field offices and personnel.

Surveys of proposed covert sites and periodic resurveys of existing sites are originated by the Cover Support Desk and the results of those investigations are reviewed and recommendations made as to the suitability of these sites from a security viewpoint.

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When a particular matter appears to warrant further analysis, basic research is conducted including the initiation of field investigation, if appropriate. Close coordination and liaison is maintained with various components of the Office of Security, area Divisions of DD/P and CI Staff, DD/P.

Upon the accumulation of sufficient data, an analysis is prepared and if the result of this analysis is significant, the report is distributed to appropriate offices of the Agency.

During the past year, several particularly significant patterns of possible penetration of the Agency have been highlighted largely through the efforts of the staff of this Desk.

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**COORDINATION
AND
REVIEW**

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Projects of DPD-DD/P

Since the inception of this Project, heavy requirements have been levied upon the Office of Security field offices in support of this sensitive Project. This heavy workload continued during 1958.

In the escort area, for example, the following number of trips have been made accompanying Project sensitive material:

	<u>1957</u>	<u>1958</u>
Domestic	105	69
Overseas	11	12

Also a wide range of support assignments have been handled including servicing letter drops, covert processing of funds, briefings and debriefings, special inquiries on persons of interest to the Project, etc. This miscellaneous support is on the rise as reflected in the following number of assignments handled:

<u>1957</u>	<u>1958</u>
63	103

In addition to the above support assignments and numerous field investigations, several agents from the Field Offices have been transferred PCS to security slots with Project AQUATONE.



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SECURITY RECORDS DIVISION

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SECURITY RECORDS DIVISION

The recently established Security Records Division, composed of an Operations Branch, Records Branch, and Research and Analysis Branch is headed by a [redacted] and [redacted]. The Division is charged with the responsibility of providing current and long range operating support for the Office of Security mission by the effective development, management, utilization and protection of security records, and by the provision of records research and analysis services.

Staffing

The Division is staffed as follows:

	<u>Authorized*</u>		<u>On Duty</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
Division Chief	[redacted]			
Operations Branch				
Records Branch				
Research and Analysis Branch				
Total				

*Authorization Pending.

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Prior to the establishment of the Security Records Division in the Office of Security there had been two separate records operations; one called the Covert Records Section which handled all covert files and indices and the other known as the Overt Records Section which handled all overt files and indices. The proposed Table of Organization for the Security Records Division presupposes the complete consolidation of these two records systems into a single uniform system. The work of this consolidation is mentioned hereinafter under "Special Projects".

Functions

Office of the Chief, SRD

The Division Chief and Deputy with grades as indicated on page 35, are responsible for carrying out the mission of the Division. The Special Assistant, in addition to other duties, is the Records Management Officer for the Office of Security. He is responsible for the Records Management Program including reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and records equipment control and file space utilization. The Special Assistant also performs certain liaison duties in the general field of Records Management.

Operations Branch

The Chief, Operations Branch supervises the activities of three Sections within this Branch as follows:

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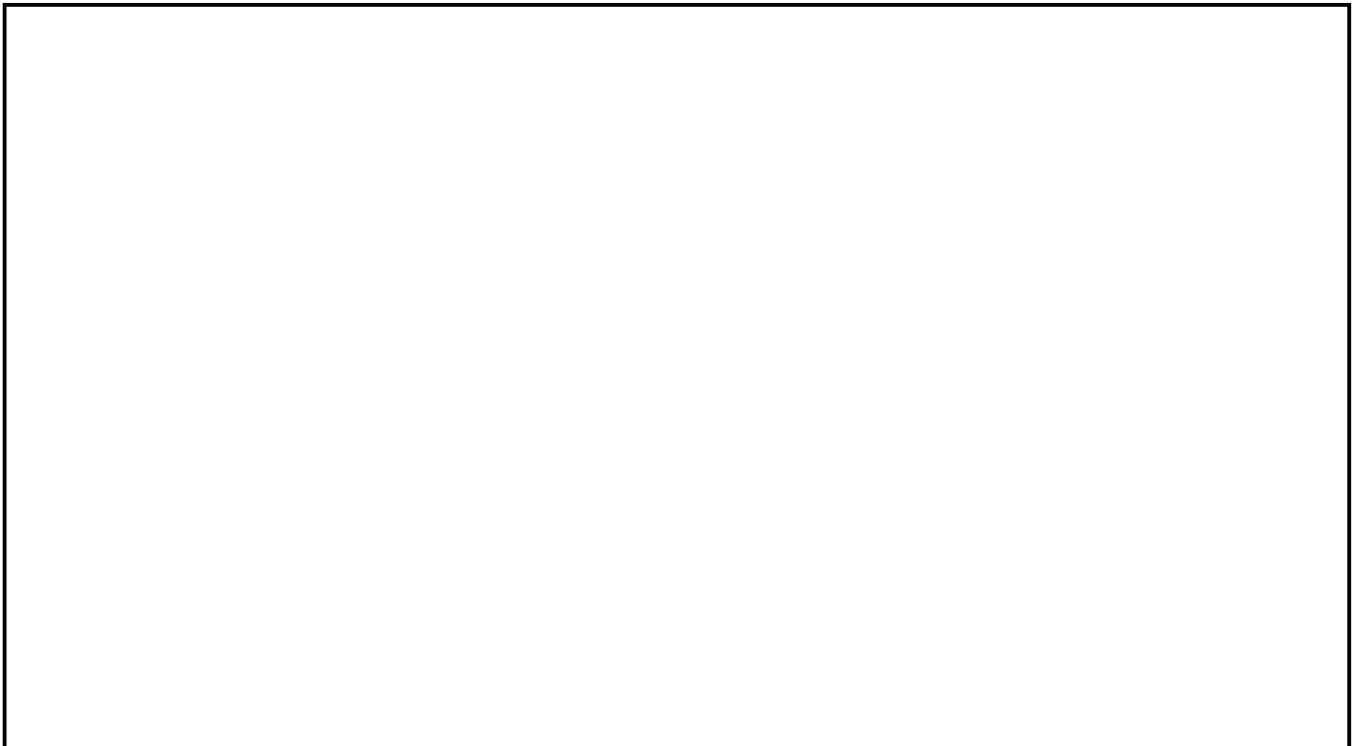
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Records Branch



GS-4 through GS-5. It maintains all security case files, both overt and covert, on individuals, organizations, projects, etc. of interest to the Office of Security. These case files are maintained in several groups:

Group 1 - Security case files on all present or former staff employees as well as all other individuals who have ever been considered for staff employment by the Agency.

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Group 2 - This group contains files on all individuals and companies which are being used or have ever been considered for use by the Agency overtly in addition to those files in Group 1. It also contains files on individuals, organizations and companies which are or have been of some interest to the Office of Security.

Group 3 - This group contains case files with investigative and background information in true name on all individuals, projects, organizations, etc. which are or have been of covert interest to the Office of Security.

Group 4 - This group consists of files containing operational information on individuals, projects, organizations, etc., which are or have been of covert interest to the Agency. These files are completely separated from the files in Group 3 in order that sensitive operational information and information pertaining to an individual in pseudonym is maintained separately from any other security information.

The Section assures the accurate flow of security information into proper case file jackets according to whether the information is overt or covert and according to whether it pertains to individuals in true name or pseudonym; assures the control of case files, either overt or covert, by authorizing their release only to security personnel on a strict "need to know" basis in conformance with established criteria; operates systems to control the charge and recharge procedures for security case files; and on a continuing basis purges case file jackets of extraneous material.

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Research and Analysis Branch

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This Branch, through the use of professional investigators trained in research and analysis, analyzes all security and investigative information contained in security files; determines the relevancy of such information to cases being processed and prepares summaries of information; prepares specialized studies on organizations or individuals upon request from any component of the Office of Security; by continuous review of security files develops and collates information relating to the modus operandi of the Communist Party and other subversive groups or by foreign intelligence services in attempting to penetrate this Agency; conducts daily review of publications to locate and recognize information of special security significance; and conducts upon request specialized studies of information contained in security files pertaining to individuals, groups or organizations of CI or CE interest to the Office of Security.

Special Projects

In addition to the normal functions set forth above concerning the complete records processing of all overt and covert clearance action requests as well as handling all special requests for information from security records, the Security Records Division is engaged at the present time in a special project which will improve the efficiency of the overall records operation in the Office of Security. This project is the consolidation and unification of the various sets of security indices into a master index system which will service all components.

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Office of Security Directive 59-2 dated 12 March 1959 has set forth the uniform system to be followed throughout the Office of Security in indexing and searching material, which system will be placed into effect on 1 April 1959. In order to accomplish our goal of a uniform indices, it will be necessary to retype and set up according to the recently approved system over one million current index cards. In terms of work requirements, we estimate that this project would require the full time services of seven typists for a period of two years.

This project is deemed necessary at this time in view of the vital importance of operating an index system which will effectively serve our needs in the Office of Security in the future on a permanent basis.

Another special project in the integration of the Office of Security records systems is the establishment of uniform records management systems in all components of the Office of Security. Entailed in this project will be the establishment of a standardized and centralized numbering system for all security files and records.

A third special project will be the purging of duplicate and extraneous material from our security files. This project will be accomplished as time permits and will be placed on a relatively low priority.

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**PERSONNEL & PHYSICAL
SUPPORT**

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PERSONNEL & PHYSICAL SUPPORT

GENERAL

The Deputy Director for Personnel and Physical Support in performing his mission of assisting the Director of Security in the security program, insofar as it relates to personnel and physical security and safety and fire prevention, acts for the Director of Security in directing the activities of the following components of the Office of Security:

Personnel Security Division

Interrogation Research Division

Physical Security Division

Foreign Support Staff



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PERSONNEL SECURITY

DIVISION

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PERSONNEL SECURITY DIVISION

Staffing and Functions

The Personnel Security Division, composed of a Clearance Branch

Assistant and two more clerks which positions are unfilled at this time. The Division is charged with the responsibility of insuring, through evaluation of available information, the security acceptability of persons employed by, or associated with the Agency in an overt or semi covert capacity; and with maintaining controls from a security standpoint of certain personal outside activities and official actions of Agency employees.

The Division is staffed as follows:

	<u>Authorized</u>		<u>On Duty</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
Division Chief				
Clearance Branch				
Employees Activity Branch				
Total				

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General

Besides handling normal cases involving the various clearance activities in the Division, other activities consume a great deal of time of the Chief, Deputy Chief and Special Assistant, and are not of such a nature as can be reflected by statistics. The Chief or Deputy Chief represent the Office of Security on two panels which are advisory to the Director of Personnel. One panel is the Medical-Personnel-Security Review Panel which reviews cases of applicants in which suitability factors are weighed for Agency employment. The other is the Overseas Review Panel which determines the advisability of transfer of professional personnel to overseas posts.

Many cases involving alcoholism, mental instability, mis-conduct, etc. are causing forced returns from overseas positions. A great deal of time is spent by personnel of the Office of the Chief in arranging support in the medical, cover notification of next-of-kin, and financial areas involving such returnees. Close coordination is maintained with the various Agency offices concerned.

Cases involving police action taken against Agency employees require personal liaison of the members of this office with high officials in the various police departments in the Metropolitan area to avoid unfavorable publicity for the Agency.

The Division Chief represents the Director of Security on Disposition Board cases which involve suitability of certain Agency employees for retention in their positions. This Board is composed of the Director of Personnel, the General Counsel, the Chief of the Medical Staff, the Director of Security, and the head of the career service of the individual concerned.

Much time is spent coordinating "disapproval cases" with the Special Assistant to the Director of Personnel, when Congressional or other high level interest is shown in such cases.

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Other matters which are time consuming are the personal interviews with employees who have very sensitive personal problems such as unwed mothers, divorce actions, marriages to persons on whom considerable derogatory information is developed, and employees who receive obscene or threatening communications or telephone calls.

All travel behind the Iron Curtain of staff employees requires this Division, in coordination with other security components, to conduct briefings and arrange for cover and

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THE CLEARANCE B RANCHOrganization

The Clearance Branch has a T/O of [] professional employees and [] clerical employees. It is divided into two sections, the Requirements Section and the Appraisal Section. The breakdown of personnel on duty in grades is as follows:

	<u>Prof.</u>	<u>Cler.</u>
Chief, Clearance Branch		
Requirements Section		
Appraisal Section		
Total		

Caliber of Professional Personnel

The basic requirements in the Clearance Branch for professional employees generally call for a college degree and prior investigative experience. A large percentage of the professional employees have investigative experience either with some other Government Agency prior to employment by CIA or with one of the field offices of the Security Support Division. A number have more than one college degree, including LLB degrees. With this background, the professional employee of the Branch

* One vacancy.

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is better equipped to undergo extensive training in courses offered by the Agency and to perform his daily tasks with a greater degree of efficiency requiring individual initiative, diligent research, fair and impartial review of reports, and clear and concise presentation of his work to higher officials of the Branch and the Office of Security. The professional employees are the technicians in matters of an overt or semi-covert nature and through experience and training have been indoctrinated in the fundamentals of Communism, security policies and procedures.

Primary Functions and Responsibilities

The primary functions of the Branch are to:

Prescribe investigative requirements for personnel to be employed by, assigned to, or associated with the Agency in an overt or semi-covert capacity.

Review, appraise and evaluate information regarding such personnel, and either approve or recommend disapproval from a security standpoint the employment or utilization of such personnel.

Review and approve or recommend disapproval from a security standpoint, changes in assignments of personnel between major components of the Agency or between Headquarters and overseas.

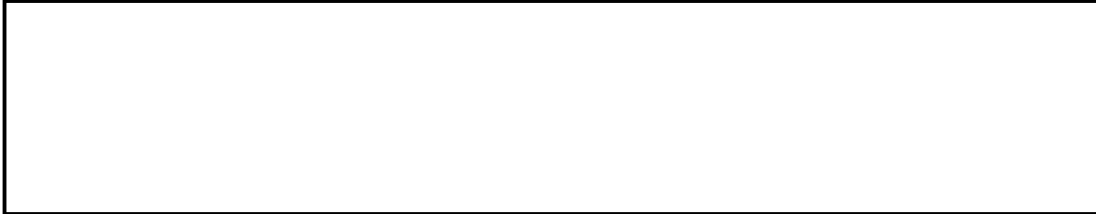
Serve as the liaison point in the Office of Security between CIA and AEC on all matters pertaining to obtaining "Q" clearances for Agency personnel.

Review and approve or recommend disapproval from a security standpoint requests for internal clearances, such as Special Intelligence, Cryptographic, [] and Top Secret Control Officer assignments.

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Forward to other Government Agencies certification of clearances on Agency personnel including certifications and/or



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Handle clearance matters for special projects such as the New Building Program, Civilian Standby Reserve Program, Military Reservist Program and activities of a similar nature.

Maintain liaison with other Government Agencies and with Agency components outside the Office of Security in personnel security matters.

To summarize, the Branch is engaged in five broad areas:

Employment Clearances - Staff employees, contract employees, consultants, independent contractors, military assignees, GSA guards, GSA char force and maintenance personnel, reserve programs both civilian and military, and contractor's personnel for new building.

Employee Security - Briefings, interviews and interrogations; alien marriage cases; reinvestigations; EO 10450 cases.

Control Clearances - Reassignments and Transfers, Official Travel, Special Intelligence, Cryptographic, Top Secret Control Officer, "Q", etc.

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Operational and Support - Intelligence and Technical
Contacts, Contract Cases, Certifications and Area SO Contacts.

Services - Liaison (Government and Agency Components),
Emergencies, Security Guidance.

Applicant Clearance Procedures

The processing of an applicant case for a security clearance is initiated upon receipt from the Personnel Office of a 16-page Personal History Statement and accompanying papers which includes an Appendix I and an Appendix II signed by the applicant and spouse, if applicable, relative to membership in organizations cited by the Attorney General. The detailed information contained in the Personal History Statement, covering a 15-year period or a life time, is pre-checked by the Security Records Division, with regard to relatives, references, associates, employees, supervisors, and organizations. In this pre-check, the Security Records Division reviews files, reference cards, and other material pertinent to the case and summarizes for later use and consideration by the Requirements Section and the Appraisal Section. If there is a family or other close relationship to the applicant, the appropriate files are attached and forwarded to the Requirements Section, Clearance Branch.

The Requirements Section reviews the case to determine the amount of investigative coverage required in order to process it satisfactorily to meet Agency criteria and policies, which are in accord with but exceed the requirements of Executive Order 10450. Information summarized by the Security Records Division is taken into consideration in scheduling the field work to be done. Questions that arise regarding the applicant's associations, participation in questionable organizations or an unsupported allegation about the applicant himself, may be points that need to be resolved in the investigative coverage. Not only are National Agency name checks scheduled on the applicant, his spouse and parents, but checks are made of pertinent files within the Agency. Close scrutiny is given to foreign connections of the applicant and if these connections constitute a degree of

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security risk in the employment of the applicant, the pertinent facts are presented to the Chief, Clearance Branch, who, in turn reviews and forwards the case to the Deputy Chief or Chief, Personnel Security Division, who may forward it to the Director of Security for final decision. A recommendation for disapproval of the applicant based upon available information may be made by the Chief, Requirements Section, and forwarded through channels. The final decision to disapprove is made by the Director of Security or his Deputys.

The Security Support Division performs the requested National Agency name checks and field investigation. Partial reports are forwarded by that Division to the Chief, Appraisal Section, for an interim **review**. Where other agencies have previously completed satisfactory investigations on the applicant, field coverage previously scheduled is reviewed and appropriately altered in order to prevent duplication. The investigation normally will only cover that period not previously satisfactorily investigated. The partial reports may contain sufficient information to process the case satisfactorily under Agency policies or to render an adverse decision.

When the final reports are received, the case is assigned to an appraiser by the Chief, Appraisal Section, for a review and an evaluation of all the facts obtained by investigation and from other sources. In reviewing the case the appraiser underlines with a blue pencil favorable information concerning the applicant and with a red pencil derogatory or noteworthy information. The appraiser green lines the names and organizations to be carded for future reference purposes by the Security Records Division when the case is completed.

The appraiser cross references the necessary files, rechecks the indices on information received in the course of the investigation and performs other research activities as required, such as coordination with Security Research Staff, Interrogation Research Division and Security Support Division. The facts in the case are summarized, evaluated, and a recommendation is made as to whether the applicant should be approved,

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It is necessary to coordinate with the Security Support Division when some overt interest may be in conflict with the use of an individual of interest to another component of the Agency. This requires conferences with other Office of Security personnel and the coordination of the records in both files.

There are special projects which develop from time to time.

25X1 [redacted] were processed under special procedures set up for the particular project. This project has been completed. At the present time there is a New Building project. Construction employees are being checked out under special procedures. A preliminary special FBI check is now required on all AI cases.

Special clearances include SI, Crypto, [redacted] State Certifications, "Q",^{25X1} and TSCO.

Processing an E. O. 10450 Case

The processing of E. O. 10450 cases and complex employee actions leading to E. O. 10450 proceedings requires a minimum of two to three weeks and, in some instances, considerable more time covering a period of months. Completion of the processing for appraisal purposes commences, as a rule, when the final investigative results have been returned. The basis for the lengthy time requirements on such cases may be attributed to the quasi-legal nature of the document which demands that the evidence therein be clearly and accurately organized and supported.

Attributing to the processing time are a number of factors or steps. Preliminary actions include:

The conducting of supplemental research, necessitating in some instances the use of Agency library facilities and the facilities of other Agency components.

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Extracting from investigative reports names to be checked against Office of Security Indices, and other Agency records.

Culling from these checks pertinent files and research material to be reviewed.

Isolating from these files and material that evidence germane to the issues in the case.

Scheduling National Agency checks, and other such action as may be required to exhaust all sources of evidence or explore unresolved leads.

Reviewing the results of the check to determine whether further preliminary action, including interviewing and polygraphing of Subject, may be required.

Coordinating with other Office of Security components participating in the case to determine whether all areas of security interest have been covered.

Presentation of the accumulated evidence and background data which necessitates detailed study for its organization.

The resulting summary which is a product refined to the best of the appraiser's ability but which does not reflect the full scope of the work performed in view of the deletion of extensive extraneous material.

The above includes only that phase of E. O. 10450 proceedings regarding the preparation of the summary. Not discussed are those phases pertaining to the preparation of additional memoranda and letter to the DCI representing the collective view of the Office of Security and the Office of the General Counsel in the case, and attendance at Employment Review Board hearings, including such duties as the Senior Advisor may assign.

SECRET

Review of the Effectiveness of the Clearance Branch

The workload handled by the Branch during 1958 stayed at a relatively high level. The average time for appraisal of T/O staff applicant type cases was a little higher in 1958 as compared to 1957, but the overall processing time was reduced by a decrease in investigative time. While there has been a drop in T/O staff applicant type cases in 1958 as compared to 1957, because of reduced clerical recruiting by the Office of Personnel, the processing of other applicant type cases increased in 1958.

It is estimated that the Branch handled at least [] actions
this past year which would average approximately [] tions per
professional employee for the year.

25X9

25X9

The backlog of cases in the Appraisal Section has averaged between 750 and 1000 for the past 12 months. Overtime is no longer authorized, and every effort is being made by all concerned to reduce this workload as much as possible. However, it is anticipated that this backlog will increase within the next few months in view of the summer recruitment program. Every professional employee is operating under a heavy workload and it is felt that this pressure cannot be continued indefinitely.

From an overall point of view, the Branch has been effective in the performance of its duties.

Manpower - Professional

The Branch was understaffed, professionally for the most part, during the year 1958. The Appraisal Section at various times during the year had several vacancies that needed staffing. Although in early 1958, the Management Staff approved the transfer of two slots from the SSD pool to the Appraisal Section, this action did not promptly take up the slack in the backlog of work. Much time often elapsed before employees reported for duty.

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The turnover of professional employees was heavy - four experienced security research analysts were transferred to the Security Records Division on 13 October 1958. During 1958 and 1959 (Jan.) seven new professional employees reported for duty, one from overseas and the remainder from Security Support Division offices. One other professional employee was assigned from SSD to the Clearance Branch but shortly thereafter was reassigned to Security Records Division.

Manpower - Clerical

The constant movement of clerical employees because of maternity leave, reassignments, and resignations has placed an undue burden on the supervisors to train new employees. By the time training has been completed, there is a call from other areas for the employee. During 1958 it has been difficult to maintain the Branch at its authorized strength.

Training of Personnel

In order to maintain skills required in the performance of duties, both clerical and professional employees attended various training courses. These courses included General Refresher Courses (Typing and Stenography), Intelligence Orientation Course, Polygraph training, Management and Security Audio-Countermeasures Course. Several of the professional employees undertook language training courses after hours, utilizing Agency facilities. With the turnover of personnel as noted above, on-the-job training is conducted by each supervisor.

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EMPLOYEE ACTIVITY BRANCH

25X9

[REDACTED]

is responsible for the control from a security standpoint of certain personal outside activities and official actions of Agency employees. In performing this mission, the Branch is divided into four sections with responsibilities, functions and procedures as follows:

The Outside Activity Section with [REDACTED]
clerical is responsible for the following:

25X9

It monitors outside activities of CIA employees which might reasonably be construed to affect the security of the Agency directly or indirectly. These activities include but are not limited to private unofficial foreign travel, speeches and publications, part-time employment, activities where publicity may ensue, questionnaires and applications requiring disclosure of employment, association or contact with representatives of foreign governments, court proceedings, preparation of affidavits and attendance at educational institutions. The monitoring consists of a review of the individual's security file, research on the proposed activity, coordination with other interested offices, and appropriate instruction and guidance to the employee to assure protection of classified CIA information, methods and sources and to avoid publicity and embarrassment for either the Agency or the employee.

It also monitors the foreign visitors program with respect to foreign nationals having access to CIA Headquarters buildings. The monitoring includes a security indices search on each foreign visitor, review of available security information, coordination with interested offices, briefing of the case officer, and authorization of special privilege passes for high ranking foreign visitors.

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The workload of this section was 4,337 cases in 1957, and 4,560 cases in 1958.

The Liaison Section [redacted] is responsible for:

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Controlling the level of oral disclosure of CIA information to accredited representatives of other U. S. Government agencies; authorizing issuance of limited passes to such representatives; and authorizing the attendance of employees of other U. S. Government agencies to Agency lectures, presentations, exhibits etc. In controlling oral disclosures between Agency employees and representatives of other government agencies, available CIA security information is reviewed and evaluated, additional security information is secured through direct liaison or by request for investigation, coordination is effected with other interested Agency components, a determination is made as to the level of disclosure authorized under Agency security policy and appropriate liaison clearance is granted.

The workload of this section increased from 7,827 cases in 1957 to 9,366 cases in 1958.

The Contact Section with [redacted] was transferred from the Clearance Branch to the Employee Activity Branch in the latter part of 1957. It is responsible for the following:

25X9

It maintains liaison with accredited security representatives of other government agencies, processes requests for CIA security information and controls release of security information to other agencies. In the performance of these functions, control is maintained on the receipt and completion of the requests for information, requests are routed to appropriate sources for

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research, files, and material, sensitive and operational information is removed or deleted from reports and files, and pertinent security information released to requestor.

It conducts security debriefings on all staff employees being terminated or entering on extended leave. In order to conduct these security debriefings, the employee's security file is reviewed, coordination as appropriate is effected with other components of the Agency, and where necessary arrangements are made for additional briefings on cover matters, debts, and special clearances. Guidance is supplied on job descriptions and listing of references. Possible compromise of sensitive information by the employee or others is explored.

It also conducts special interviews with applicants and employees upon request to develop information to resolve security questions or to secure leads for further investigation.

The workload of this section was 31,867 requests for security checks in 1958 and 2,115 exit and special interviews in 1958.

The Central Processing Section with [] was transferred from the Clearance Branch to the Employee Activity Branch in the latter part of 1958. It is responsible for:

25X99

Briefing headquarters employees prior to their departure on overseas official travel in order to protect cover and operations and to prevent unnecessary compromise. It also debriefs these employees upon return from official travel. In these briefings the security file of the traveler is reviewed, coordination as necessary is effected with other components of

SECRET

the Agency on problems of cover, debts, travel to denied areas, special type clearances and on personal or official questions. The interview covers security hazards; protection of official and private papers, documents and property; safeguarding classified material; security practices in the field; and other matters deemed desirable from study of the file and/or current developments. Additional briefings are scheduled when necessary. Returnees are security debriefed and instructed on headquarters security requirements with respect to private outside activities. Action is taken to resolve any security question raised by the returnee.

The workload of this section was 4,642 interviews in 1958.

Other Activities

In addition to the functions reported above by Sections, the Branch serviced the following:

	<u>1957</u>	<u>1958</u>
Outside Correspondence	501	560
Compensation Claims	98	85
Clearance Briefings	12	388**
Suggestion Awards	92	109
Classification Guidance	5	15
Forms Guidance	60	74
Committees & Boards	2	4

**Increase occasioned by requirement for clearances and briefings for access to Baghdad Pact and Seato Materials.

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**INTERROGATION RESEARCH
DIVISION**

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INTERROGATION RESEARCH DIVISION

The Interrogation Research Division is charged with the mission of obtaining information through polygraph and oral interrogations and providing such information to assist in the determination of the security acceptability of persons employed by, or associated with the Agency.



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Overt Operations

The term overt operations refers to interrogations and tests conducted on Agency premises. These operations require the services of interrogation specialists who have had extensive experience conducting polygraph interviews. He must be thoroughly aware of security evaluation requirements and policy during the file review required on each case interviewed by the Division. He reviews these files in an effort to make certain all areas of security interest are noted. Effort is always made to assign examiners to cases in which they match as much as possible the personality and background of the subject.

Statistics of overt cases processed during 1958 follow:

Favorable Cases Processed
Noteworthy Cases Processed
Unfavorable Cases Processed
Incomplete, Inconclusive, and Eyes
Only Cases Processed

Total Cases

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25X1

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**PHYSICAL SECURITY
DIVISION**

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PHYSICAL SECURITY DIVISION

The Physical Security Division, composed of a Building Security Branch, Physical Survey Branch, and Technical Branch, is headed by a Chief

25X9

employee. The Division is charged with the responsibility to conduct research on, develop, test, establish and maintain safeguards and techniques for the protection of classified information and the prevention of physical penetration of Agency activities by unauthorized persons; monitor through inspections and investigations as necessary, the compliance with security policies or regulations; and plan and implement the Agency safety and fire prevention program.

The proposed T/O is pending approval at this time. The allocation under this T/O and the actual on duty strength as of 28 February 1959 is shown in the following tabulation.

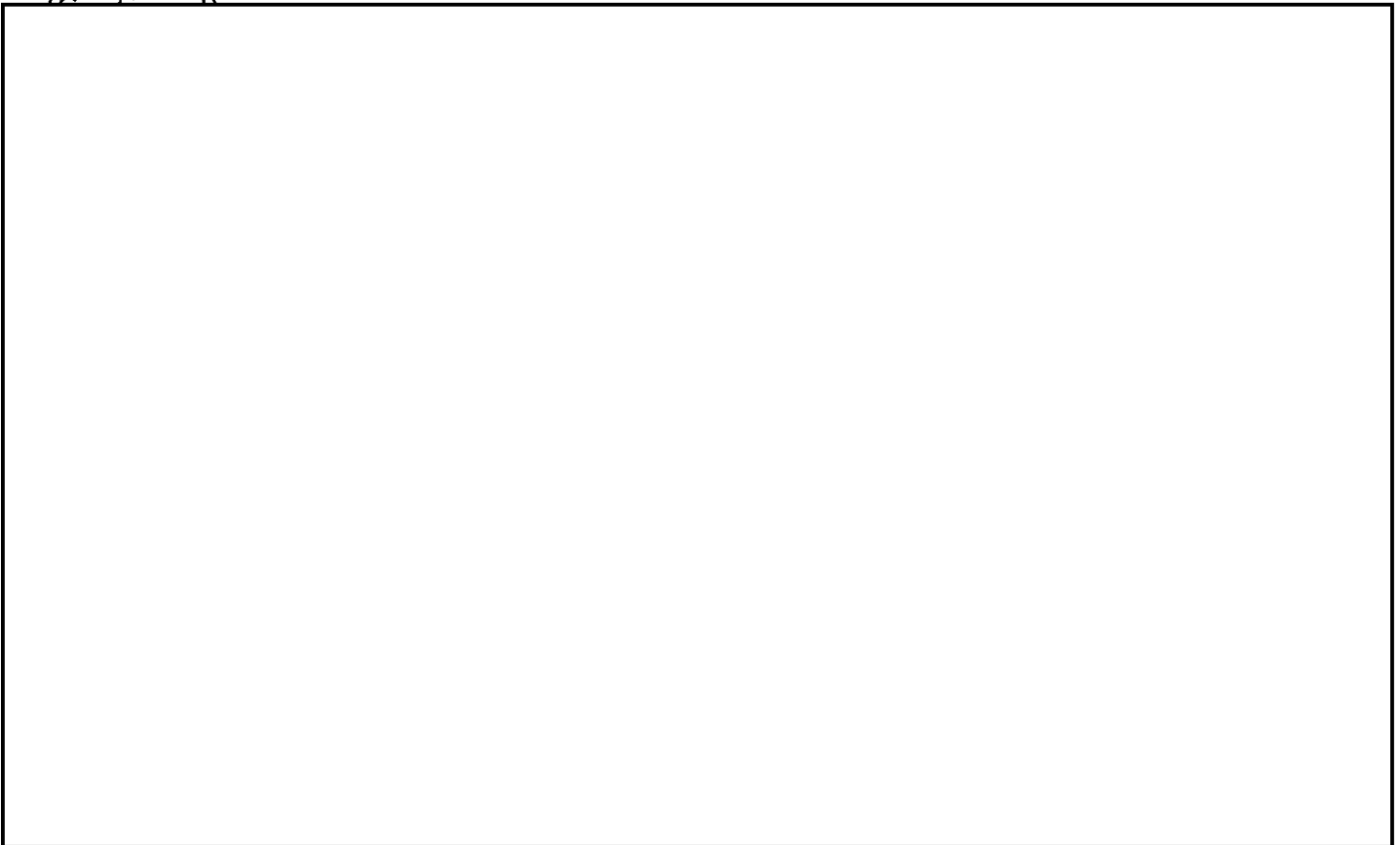
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25X99

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The mission of the Division is carried out by the components as tabulated above, the functions and activities of each of which are described below.

NEW BUILDING UNIT

This unit, composed of four professionals and one clerical employee, arranges for the proper identification and badging of all workmen and visitors to the construction site of the new CIA building. It maintains, through utilization of a contract guard force, surveillance of a continuing nature of both workmen and the building, especially sensitive areas, through the supervision of all staff members who concern themselves with all physical, personnel and technical security problems related to the new building. It conducts a continuing program

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25X1 for the detection and prevention of audio penetration and/or sabotage attempts. It provides for the limitation and control of access to the building, the building site and stock piles of material. It is responsible for the supervision, training and administration of guard forces and staff personnel (i. e. those assigned on TDY) to assure maximum protection of the site and the new building.

SAFETY UNIT

The Safety Unit composed of two professionals and one clerical employee is responsible for planning, implementing, coordinating and directing an Agency-wide safety program to reduce the number of accidents and injuries among employees. In so doing, directs the planning of approximately 55 area Safety Officers and 84 Building Evacuation Officers on specialized safety problems, including current civil defense plans and procedures as well as evacuation procedures for fire and flood.

The Unit also supervises a fire prevention program on a continuing basis in both the headquarters area and certain [redacted] installations.

25X1

Implementation of the above programs entails the conduct of investigations of accidents, with recommendations and recording and maintenance of statistics; the conduct of fire drills, surveys, educational and training programs on safety and fire prevention; the review of all ordnance shipments for safety approval; safety inspection of major alteration plans of present Agency buildings; the conduct of safety tests on materials, equipment and line operation hazards; and representing the Agency at safety councils and conferences.

25X1 As an economy measure to eliminate frequent trips of the Safety Officer to [redacted] a Security Assistant at the Project was trained as an Ordnance Inspector and he now inspects the frequent shipments of ammunition and explosives in which the Project is concerned.

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PHYSICAL SECURITY DIVISION PROFESSIONAL PERSONNEL

The usual educational requirement for Physical Security Division professional personnel is a college degree with preferably some experience in another component of the Office or the Agency. A large proportion of the personnel is comprised of lawyers, civil, electrical and mechanical engineers, and experienced investigators. Division personnel have visited or been stationed at a majority of the Agency stations and bases; this has been of great benefit in the performance of many support requirements placed upon the Division.

25X1A It is estimated that TDY and training assignments, the exclusion of Night Security Officers and of the personnel assigned to the New Building Unit and [redacted] reduce the effective professional strength of Physical Security Officers at headquarters to about 75% of the "on duty" strength for performance of the regular daily headquarters physical security duties.

To achieve broad development of professional skills, Physical Security Division personnel have taken substantially diversified internal and external training. External courses have included CIC school, International Administration, International Law and History, Arson Investigation, Ammunition Inspection, and Communism in Europe. To acquire greater flexibility, an internal program of cross pollination of training has been implemented so that personnel in the Survey Branch will be trained in audio countermeasures and vice-versa.

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SURVEY BRANCH

The Survey Branch currently staffed with employees, establishes minimum requirements for the storage and handling of classified material, and monitors the compliance therewith on a world-wide basis. It conducts physical security surveys and inspections of Agency installations and facilities including headquarters buildings as directed, and makes corrective recommendations, where indicated. It conducts investigations of indicated security violations or noncompliance and makes remedial recommendations, when appropriate. It provides physical security advice, guidance and support to other components of the Agency, domestic or overseas. It provides training support on physical security matters.

25X99

In performing its mission, the Survey Branch conducts periodic comprehensive physical security surveys of Agency activities, domestic and foreign; it provides assistance, domestic and foreign, on security matters concerned with procurement of new sites, planning of new construction programs, and the movement of personnel and classified material; and conducts or coordinates both foreign and domestic investigations of thefts of government property or thefts of personal property from Agency installations. It also provides personnel for an emergency force maintained in readiness for overseas trips of an emergency nature concerned with physical security matters.

Recent additions to the duties of the Branch are the investigations of unauthorized disclosure of intelligence sources and methods, and the responsibility for ensuring that the Agency complies with AEC standards for storage, dissemination of and access to "Restricted Data".

There was a generally considerable increased workload in the Survey Branch during 1958 over 1957 as is reflected by the following.

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**** The following is a listing of the type of "Special Studies" made:**

Study re Special Clearance Problems and Related Usage.

Study re CIA Mail and Courier Procedures.

Study re Handling, Control and Storage of Monies (U. S. and Foreign) in CIA.

Study re vulnerability of Agency Because of Need to Use Indigenous at Overseas Installations.

Special Study re: the Herring-Hall-Marvin Safe; its manufacture and maintenance problems; feasibility of usage overseas; coordination regarding its usage with other Government agencies.

Preparation of a Guide on Physical Security Matters.

***** Responsibility for conducting monitoring Industrial Security Surveys was assigned to Survey Branch in October 1958.**

During 1958, the Survey Branch handled a number of problems, including internal and external liaison and related administrative staff work relative to the following, which are of continuing interest to the Physical Security Division. The nature of these workloads are such that review is made of them from time to time and they are continually refined to assure that the most expedient and secure system, method or procedure is being utilized. Those designated with an asterisk were acquired in 1958. Those not so designated constituted workloads of prior years.

Pouch Procedures, both Agency and Department of State, to Overseas Installations. *

Studies of Document Control Systems in the Agency.

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Study of Security Procedures at ONE and pattern analysis study of Security violations over a five year period,

Pattern Analysis of Security violations at Headquarters and at Overseas Installations for a three year period; study of causes, and methods of prevention.

R & D aspects of Normal and Emergency destruction methods and facilities (in conjunction with TSS).

25X1 Study in conjunction with TSS and RI of secure pouch methods* RE
[redacted] Projects.

25X1 Coordination with various other Governmental Agencies re approval* and utilization of [redacted] for use at Agency overseas installations.

Study of external courier systems (i. e. , between this and other Government Agencies). *

25X1 [redacted]
Review of State Department and Agency War Plans; preparation of concurrence or comments for guidance of Policy Staff.

[redacted]
Providing instructors for Physical Security Training Course (presented two - three times per year). *

Preparation of certain chapters of the proposed Physical Security Manual. *

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Study of Security Procedures at ONE and pattern analysis study of Security violations over a five year period,

Pattern Analysis of Security violations at Headquarters and at Overseas Installations for a three year period; study of causes, and methods of prevention.

R & D aspects of Normal and Emergency destruction methods and facilities (in conjunction with TSS).

25X1 Study in conjunction with TSS and RI of secure pouch methods* RE
[redacted] Projects.

25X1 Coordination with various other Governmental Agencies re approval* and utilization of [redacted] for use at Agency overseas installations.

Study of external courier systems (i. e. , between this and other Government Agencies). *

[redacted]

25X1

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[redacted]

25X1

Providing instructors for Physical Security Training Course (presented two - three times per year). *

Preparation of certain chapters of the proposed Physical Security Manual. *

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BUILDING SECURITY BRANCH

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for planning, implementing and maintaining physical security safeguards for the protection of classified information.

In carrying out the above stated responsibility the Branch conducts periodic inspections of all buildings and surrounding areas to detect physical security defects; it proceeds when necessary on an emergency basis, to correct such defects. It conducts inspections of "secure" and "restricted" areas to ensure that they meet with the prescribed physical security requirements and it implements in coordination with the Technical Branch the installation of electronic alarm devices as required.

The Branch directs the operation of a guard force of approximately 450 GSA guards to control entrance to and exit from 36 Agency headquarters buildings and certain areas. This supervision requires liaison with eight (8) Guard Group Captains and a determination on a continuing basis of the number of guards necessary to man fixed posts, roving patrols, for escort duty, for emergency situations, and for necessary reliefs. The Building Security Branch formulates policies, procedures and instructions, including standing general orders and specific orders to the guard force and conducts periodic instructions of all guard posts and officers to assure that all security procedures and regulations are being complied with. The Building Security Branch is also responsible for the auditing and monitoring of the costs of the GSA Guard Force, which is furnished the Agency by GSA on a reimbursable basis. On 16 February 1959, a guard post at an entrance to "J" Building was abolished with a resulting annual saving of about \$6,400.

Visitor control to CIA buildings is maintained by the implementation of a building receptionist section which is responsible for maintenance of reception facilities at 12 buildings. Identification and badging of CIA employees is accomplished by the establishment of an Identification Section within the Building Security Branch which is responsible for badging, fingerprinting and security regulation briefing of all new employees.

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A Night Security Office Section within the Building Security Branch is responsible for providing continuous Office of Security representation after normal duty hours, including 24-hour week end coverage, rendering security support, exercising general supervision of guard force, monitoring of alarm systems and the conduct of after-hour building inspections. The Night Security Office Section is responsible in the conduct of after-hour building inspections to ascertain that all classified material and equipment, and all buildings and building areas, are properly secured, that the guard force is properly deployed and performing assigned duties, and that all other after-hour security regulations have been complied with. This Section is also responsible for resolving personnel and physical security matters that develop after regular working hours. The Section prepares written reports of security violations, suspicious circumstances and other security matters which are found during after-hour inspections, or reported by the guard force or Agency personnel.

A firearms Officer assigned to the Branch, serves as the Domestic CIA Firearms Control Officer, pursuant to Public Law 110, Section 6D, 81st Congress. The Firearms Officer controls the issuance of all firearms to be used within the continental limits of the United States, supervises training of Agency personnel authorized to carry weapons in the discharge of their official duties, and certifies the degree of qualification of personnel so trained, and recommends the issuance of Agency Firearms Permits for qualified personnel. He is responsible for all physical security equipment (except technical equipment) and is also occupied in escort duties and other functions of the Branch.

The Building Security Branch provides miscellaneous security services, such as, but not limited to, maintenance and repairing of safe-keeping equipment, changing and control of safe combinations, domestic armed escorts or couriers, supervision of classified waste collection and destruction, and other miscellaneous security services. Security support activity consists of serving as standby security representative at the location of high level conferences of a very sensitive nature held in Washington, D. C. and other cities, within the United States to insure that the utmost security

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is provided during such conferences. Appropriate security measures and procedures are established to meet the specialized needs of the occasion and armed protection is furnished as required.

A major program of this Branch recently completed was the badging of all GSA personnel working in Agency buildings. A rebadging program for all Agency employees will result from occupancy of the new building. It is estimated that routine building security requests involved the handling and servicing of an average of 500 telephone calls per twenty-four hour period in 1958 as opposed to about 350 in 1957.

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**FOREIGN SUPPORT
STAFF**

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FOREIGN SUPPORT STAFF

25X9 Supervision of the Foreign Support Staff, [REDACTED] 25X9
[REDACTED] was delegated by the Director of Security to the Deputy Director of Security for Personnel and Physical Support on 11 December 1958.

The Staff acts for the Director of Security in assisting him in his exercise of technical security administration, guidance, and support of overseas security personnel and activities. In the performance of its mission the Staff exercises administrative control of security personnel selected for, or returning from, overseas positions, unless otherwise assigned and provides career guidance for security personnel selected for, assigned to, and returning from overseas positions. It serves as Secretariat on overseas communications and maintains a record of actions in each instance. It keeps the Director of Security and his Deputy Directors continually informed of the security support requirements and activities of overseas security officers, including all communications received from them, and the replies thereto. It provides centralized services and guidance on cables, dispatches, pseudonyms and cryptonyms for the Office of Security. It is responsible to conduct and arrange for briefings and debriefings of all Office of Security personnel departing for, or returning from, overseas assignments. It makes recommendations to the Office of Security Training Officer for his guidance in developing training programs and coordinates on training programs proposed by A&TS for security personnel assigned to overseas positions. It obtains or develops information in order to maintain current knowledge on overseas security support problems, requirements and activities. It follows action on requests for direct support to security representatives overseas. It takes such other actions in support of the overseas security programs, as may be ordered by the Director of Security.

In performing the above functions, the Staff maintains close liaison with the operating divisions and thus obtains current information regarding the needs and plans of those divisions which affect the security support required in the overseas stations.

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The Staff maintains comprehensive records covering the status of security personnel stationed overseas and in process for assignment overseas.

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Agency cables and dispatches handled by the Staff increased from 6580 cables and 2973 dispatches in 1957 to 8879 cables and 3121 dispatches in 1958.

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THE STAFFS

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**ADMINISTRATION AND TRAINING
STAFF**

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ADMINISTRATION & TRAINING
STAFF

GENERAL

25X1 The mission of the Administration & Training Staff is to provide administrative, personnel, budget, supply and training support and special services for the Office of Security. [REDACTED] 25X1

25X9 For the performance of this mission the Staff is divided into the following branches, staffed with [REDACTED] professional and [REDACTED] clerical employees as indicated: 25X9

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Functions

25X1 The Staff gives support and guidance to Office of Security personnel on
25X1 the various subjects of personnel, finance, property, training and general
administrative services. It furnishes a member and the secretariat for the
Office Career Service Board; furnishes advisors and members to the
various Competitive Evaluation Panels of the Office and maintains the records
of each; gives administrative guidance and assistance on special projects
such as the [redacted]

[redacted] continually reviews office administrative procedures to insure
compliance with Agency and office requirements as they apply particularly
to financial and property records, accounts and procedures and with specific
attention to financial advances and repayments; participates in the adminis-
trative responsibilities of such programs as the Executive Specialist Reserve,
Executive Reserve and War Planning; gives special attention to the overall
morale of the office; watches the comparative advancement of all Office of
Security personnel at headquarters, [redacted]
and suggests actions to supervisors and the Office Career Service Board;
implements entertainment functions and handles miscellaneous services such
as parking spaces, contribution drives, etc.

25X1

Personnel Branch

This Branch is responsible for the administration of all Office of
Security personnel actions and records. In the discharge of its responsibilities
it performs the functions described below:

The Personnel Branch works closely with the Office of Personnel in
reviewing files and interviewing prospects for employment in the Office of
Security or for special projects or activities such as Security Officers on
Project AQUATONE and the new building project.

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All employees entering on duty, transferring or resigning are processed through the Personnel Branch for briefing on various administrative and personnel matters such as their career with the Office of Security, the requirements of their assignment, insurance and hospitalization, medical examination, data required for passport, arranging for transfer of payroll funds from vouchered to unvouchered or vice versa as necessary. In addition, after an employee has been on duty at headquarters for 90 days he is re-interviewed principally to determine the success of his placement. Other matters such as overtime, bond deductions, leave, etc., are also discussed.

Under the Career Management Program [] plans have been completed outlining the career plans and desires of Security personnel for a period of five years. [] of these plans have been approved by the Career Board and the Director of Security. It is planned that all professional personnel from GS-7 through GS-14 will be covered in this Career Management Program.

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Administrative changes within the Office of Security require the preparation of charts and T/O analysis information as well as coordination between the Office of Personnel and the Personnel Branch of the Office of Security in connection with the administrative changes involved. In the past it has been noted that an average of about two organizational or staffing changes of a substantial nature take place in the Office of Security per year. The support required from the Personnel Branch in such matters is considerable in working up job descriptions and justifying grade classifications, etc.

In connection with the Competitive Evaluation Program the Personnel Branch furnishes support to all the panels engaged in annual evaluations of Office of Security personnel from grades GS-7 through GS-14. This entails a large volume of work in reviewing the administrative file of each person involved to assure its completeness when it is brought before the panel, and the preparation of the competitive evaluation lists in accordance with the

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actions of the panels. A total of about [] cases are involved each year. In addition to the above, the Personnel Branch serves as the liaison and advisor in the processing of fitness reports. It also issues and keeps control records of investigative credentials of which [] are currently in use.

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Assistance is given to security personnel as needed in connection with insurance, hospitalization, credit union matters, and claims under the Federal Compensation Act in cases of injury. The Personnel Branch is responsible for the time and attendance records for all security personnel, including headquarters and field offices. It is also responsible for presenting the bimonthly requests for authorization of overtime and maintaining the records concerned therewith. This Branch collects necessary data for passports and obtains passports for personnel as necessary.

The Personnel Branch is the repository of all administrative files in the Office of Security. Among the files kept and maintained by this Branch are [] administrative files on security careerists, [] administrative files on Confidential Correspondents, all field office files reflecting finance, property and other administrative matters concerned with each field office, a chainindex listing of all Office of Security positions with the name and basic status of each incumbent, IBM information cards on all security staff employees showing name, address and assignment, cards on all security professionals showing area and assignment preferences, skills, language training, interests and other pertinent data. A career sheet in each administrative file is kept current with respect to the employees career in the Agency.

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Administration and Support Branch

This Branch is responsible for the preparation and subsequent administration of the Office of Security budget. In discharging its responsibilities, close liaison is maintained with the Agency Budget Division. Following a briefing of Office of Security components, a review of their submissions and of past expenditures, known and projected requirements, preliminary estimates and office estimates are prepared and submitted to the Budget Division. Usually some material change in budget submission occurs each year; a current example is the proposed cost-based budget to be activated at least in part for the 1960 budget. The Branch makes periodic reports to the Director of Security on Status of Funds and Analysis of Obligations; it maintains close surveillance of accounts and when necessary prepares requests for increased allocation during the fiscal year; it forwards reports to the Comptroller per existing instructions; furnishes supplemental information to the Agency Budget Division for the Agency Congressional Budget; confers with office components regarding trends in costs and suggests possible means of effecting savings; and reviews all obligations by the Office of Security.

Employees are assisted in processing for travel including financial advances, travel reservations and medical requirements etc. The number of employees traveling from Headquarters varies from one to fifteen at all times; 48 are completely processed ready to move on short notice. Approximately 475 to 500 travel orders are prepared annually. This includes Blanket Travel Orders authorizing all field office professional personnel and many headquarters personnel to travel at anytime during the fiscal year. All vouchers for travel and other expenditures are reviewed and approved or questioned and adjusted through consultation with the individual concerned. A \$7,000 imprest fund is maintained for continuous operational, emergency and safe house operations. Employees are also provided with their salary checks, leave balance problems and miscellaneous problems with their salary payments.

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The Branch provides logistical support and guidance to the Office of Security headquarters components, [REDACTED] sites; the new building site security project and the DCI Security Staff. All areas require special assistance in logistical matters [REDACTED] site requires a representative of the Branch to be on location and available nearly full time when security operations are in progress. This site is used on an average of 60% of the time.

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Financial audits and property physical inventories are conducted annually at the field offices and headquarters components with the findings reported to the Director of Security and to the Agency Audit Staff as required. In addition, financial accountings are submitted on a monthly basis for review and approval and an additional physical inventory is made by field personnel and forwarded for review, posting and adjustment if necessary. All property inventories and records are constantly under review for correctness and the Branch advises the users on the latest types of supplies etc. available that will provide for efficient and economical type of operation. Total requests for equipment, services and supplies during 1958 and through March 1959 are shown below:

<u>Type of Requisition</u>	<u>7/57 - 6/58</u>	<u>7/58 - 3/59</u>
For Office Supplies and Equipment	376	485
Printing Services	54	107
Through TSS/DDP	20	40
Library	164	432

In addition to the above services the Branch coordinates and provides services required by the Office of Security for transportation, communication, preventive maintenance and repair of administrative, automotive and technical equipment.

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Training Branch

The Training Branch provides specialized training for Office of Security personnel and Agency employees, as required. It presents the Security Indoctrination and Security Re-Indoctrination programs for all Agency employees. It coordinates with the Office of Training in the general training of Security personnel.

On an Agency wide basis, the Training Branch serves as follows:

All new employees, including military personnel and consultants, entering on duty with the Agency receive a security indoctrination which is a three hour talk given each Monday. It deals with the need for Security, problems in the area of physical security, control over employee's outside activities, and personnel security requirements. Approximately [] people attend each Monday.

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The Security Reindoctrination Program is a one hour lecture program dealing with the reasons "behind" CIA's security program. It is presented twice weekly for personnel with over two years service and as of the end of February 1959, [] persons received this indoctrination.

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Other presentations are security lectures given at the Intelligence Operations Course - (1 hour monthly), The Operations Familiarization Course - (1 hour four times a year), the Dependents Briefing Program - (40 minutes monthly) and the JOT Briefing Program - (40 minutes four times a year).

Once a month personnel from this Branch serve at the Intelligence Orientation Course Exhibit, explaining our exhibits and answering questions concerning the Security Office and the service it renders.

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INSPECTION STAFF

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INSPECTION STAFF

The Inspection Staff is composed of [] and []
Its mission is to conduct special inspections for the Director of Security, as required. It also is responsible for the preparation of Agency Security Regulations and the review and coordination of all regulations from a security standpoint.

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During the year 1958, this Staff conducted the following inspections, surveys or reviews:

Records Survey. A comprehensive survey of the records operations of the Office of Security was completed February 1958. This survey was followed by the consolidation of overt and covert records operations in the Office of Security into a newly created Security Records Division. The Chief, Inspection Staff assisted in the development and establishment of the organization, functions, manpower requirements, and staffing pattern for the Security Records Division.

"K" Check Operations. A review of "K" Check Operations was conducted to determine the effectiveness and the efficiency with which this program is being operated and to determine its proper organizational location. As a result of the survey, the organizational location of the individuals in such operation was changed from the Personnel Security Division to the Security Support Division as an activity more properly associated with its responsibilities.

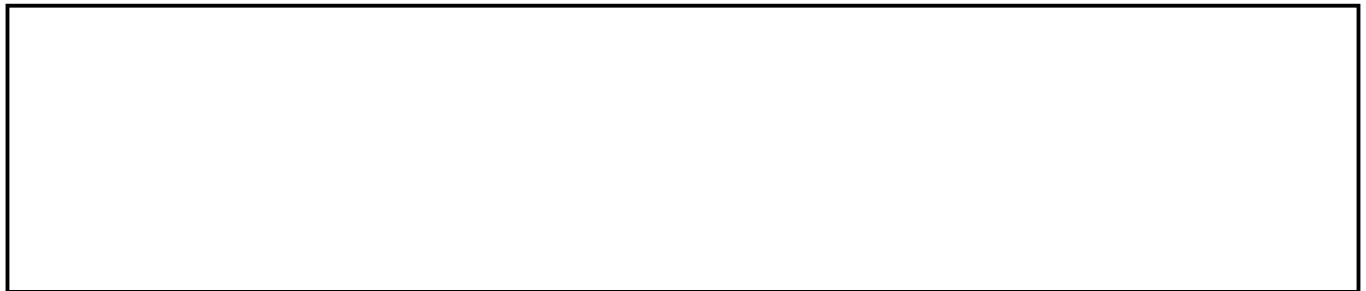
Survey of Office of Central Reference. A review of the Office of Central Reference was made to ascertain what information and service were available which may be beneficial in carrying out the mission of the Office of Security. As a result, new services, sources of information and records holdings were made known to the Office of Security, and revised collection requirements were levied upon the Office of Central Reference as standing requirements for the Office of Security.

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Office of Research and Reports Survey. A survey of the Office of Research and Reports similar to that conducted in OCR was made and additional sources of information were found of use to the Office of Security in conducting investigations or handling Counter Intelligence matters.

Classified Contract Security. A review of the Security aspects of the Agency Classified Contract Security Program was completed which resulted in the establishment of uniform criteria, procedures and schedules for Industrial Security initial inspections and re-inspections; and the establishment of improved records and record control. Also inaugurated was a program of Office of Security assistance to the Office of Logistics Security Staff in conducting a number of Industrial Security inspections on a "case" basis to get and keep the Classified Contract Security Inspection Program on a current basis; and an Industrial Security Training Program by the Office of Security. The first course in this field was conducted in March 1959.

Security Orientation - Chief of Stations/Bases A review of the need for a specialized Security Orientation of Chiefs of Stations/Bases was conducted to ascertain if there is general knowledge of security services available. As a result, a program is being set up not only to orient Chiefs of Stations/Bases but Case Officers as well, regarding Security Support available to them in support of their operations.



Relocation of Security Briefing Activity - Central Processing Branch-CPB As reported in Section II of this report, a review of security briefing and debriefing procedures and related matters in CPB was made and resulted in the Security Briefing activity being moved from space in the Personnel Office to space in Office of Security Headquarters.

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POLICY STAFF

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SECRET

POLICY STAFF

The Policy Staff, composed of a [] clerical employee, assists the Director of Security in preparing security policies and plans, and provides guidance on Agency matters affected by security policies. In the performance of its mission, the Staff furnishes security guidance and advice to the Director of Security, to other personnel of the Office of Security and to other components of the Agency on problems of a security policy nature. It furnishes security guidance to Agency components on the release, both foreign and domestic, of classified material. It serves as Senior Support Planner of the Office of Security, as CIA observer on the State-Defense Military Information Control Committee, and as Security Advisor on the CIA Honor and Merit Awards Board. It furnishes security policy advice on matters originating outside the Agency, such as proposed legislation and Executive Orders, and writings on, or concerning intelligence. It conducts special studies within the Agency of matters having security policy implications. It maintains appropriate liaison with other Government departments and agencies on matters of security policy concern.

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In its role as Senior Support Planner, the Staff reviews and comments with respect to security matters on war planning documents initiated by DD/P. In this connection, particular emphasis has been placed upon overseas evacuation and redeployment during emergencies. Inasmuch as the Office of Security will play a leading support role in these eventualities, considerable time and effort has been concentrated over the past two years to prepare a basic coordinated Office of Security War Plan. Recently, this Staff completed such a plan and its 75 pages represent an intensive effort. In addition, this Staff has participated extensively in various war planning discussions, both as formal seminars and in informal groups.

This Staff attends the regular weekly meeting of the State-Defense Military Information Control Committee, and represents the CIA in policies,

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procedures or activities that may arise in connection with the work of this Committee. A member of this Staff has, on numerous occasions, accompanied a U. S. Security Team charged with the responsibility in each instance in arriving at an assessment of the security capabilities of a foreign government.

Careful study is given to proposed legislation and Executive Orders as they may affect the security function of the Agency. Such a review requires careful consideration of the peculiar cover/security problems faced by CIA and, in a number of instances, specific recommendations must be made so that this Agency will not be hindered in carrying out its mission.

In a staff capacity, advice is given to Agency components concerning the security policy implications of releasing classified information domestically and particularly as concerns foreign governments. Specific proposals require assurances that all pertinent laws, Executive Orders and regulations have been properly complied with.

Many miscellaneous matters arise in CIA which cause cover/security problems. Among these might be mentioned income tax reporting, Federal old age benefits, employees compensation, Federal insurance, private insurance, credit inquiries and many other similar administrative type problems. To arrive at an acceptable solution, this Staff has engaged in many outside liaisons with other government departments and agencies and also has participated in many discussions with interested Agency components.

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SECURITY RESEARCH

STAFF

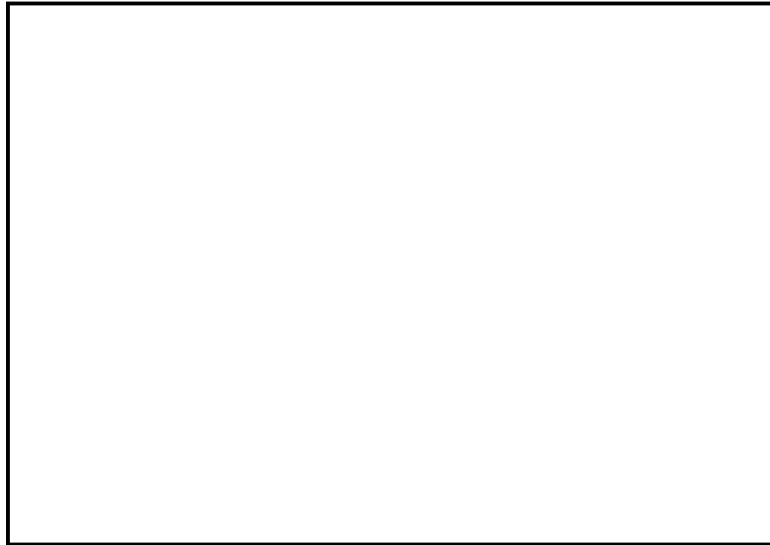
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Personnel

The Security Research Staff is staffed as follows:



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Among the necessary qualifications for an effective Security Research Staff Officer are broad investigative experience, language facility, thorough familiarity with the methods of operation and personalities of the Russian Intelligence Service, familiarity with the International Communist Movement, high competence in researching - able to assimilate facts and detect patterns of activity, competence as an interrogator having a detailed familiarity with the past penetrations in Government agencies and particularly in intelligence agencies, ingenuity and resourcefulness.

In addition, the conditions necessary for an effective Staff include a continuity of personnel in order to have a depth of knowledge and experience capable of following trends and patterns in the activities of elements which would attempt to penetrate this Agency, adequate research and reference works readily available and the use of charts and other aids to research and investigation.

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